



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5216.5E (HDQ)  
00SD  
12 Jul 2010

COMNAVCRUITCOM INSTRUCTION 5216.5E (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: DELEGATION OF SIGNATURE AUTHORITY/ROUTING MATRIX

Ref: (a) SECNAV M-5216.5

Encl: (1) Personnel Delegated Signature Authority at Navy  
Recruiting Command  
(2) Routing and Signature Matrix

1. Purpose. To delegate signature authority at Navy Recruiting Command Headquarters and provide guidance on the minimum routing requirements for submission of various correspondence.

2. Cancellation. COMNAVCRUITCOMINST 5216.5D.

3. Background. Reference (a) authorizes Commanders/Commanding Officers to delegate signature authority to military and civilian subordinates for the efficient administration of correspondence.

4. Policy. "By direction" authority is only granted per those in receipt of a signed letter granting them such authority. Enclosure (1) is the current list of authorized persons. This authority may not be re-delegated and an individual who does not have "By direction" authority cannot sign correspondence for a person who does.

5. Action

a. The Commander, Navy Recruiting Command, or person "Acting" as the Commander must personally sign all official correspondence addressed to higher authority relating to the mission of the command. Additionally, the Commander, or person "Acting" must personally sign documents that:

(1) Establish policy.

(2) Center on mission changes or efficiency of the command and are addressed to higher authority.

(3) Deal with certain aspects of military justice. In this case, others may sign only when a staff legal officer determines the commander's signature is not necessary.

(4) Are required by law or regulation.

(5) Deal with disapproval of requests of applicants, criticism, or letters of commendatory or derogatory nature.

(6) Temporary Additional Duty orders for officers.

b. Department Directors and Special Assistants must submit and maintain a list of personnel who have been officially granted "By direction" authority. Report Control Symbol 5216-1 will be utilized and the report will be forwarded by email.

c. The authority to sign "By direction" of the Commander, Navy Recruiting Command is given to a specific person for specific types of correspondence. "By direction" authority may not be re-delegated, even to another person who has "By direction" authority. Personnel who are delegated signature authority shall only sign correspondence that falls within their area of responsibility. Reliance must be placed on the good judgment and common sense of those in the command that are responsible for proper preparation and signing of the correspondence. Where there is any doubt on whether to sign the correspondence, it should be forwarded for signature to a person higher in the chain of command. This will help keep those in higher levels informed and show proper courtesy to the recipient of the correspondence.

d. Only properly appointed contracting officers are authorized to sign the following documents:

(1) Purchase Orders (DD 1155)

(2) Delivery Orders (DD 1155)

(3) Requisitions (DD 1348)

e. Enclosure (1) lists personnel delegated signature authority, and the types of correspondence that may be signed "By direction".

f. Enclosure (2) contains the Routing and Signature Matrix for all NAVCRUITCOM personnel actions.

g. Individuals authorized to sign by direction will indicate "By direction" immediately below their signature and typed name. Authorization is terminated when the individual vacates the identified billet or position to which he/she was assigned. Each individual authorized must be thoroughly familiar with the guidelines contained in this instruction.

6. Reports. Report Control Symbol (RCS) 5216-1 has been assigned and is valid until July 2012.

/s/  
C. S. FALLER

Distribution:  
Electronic only, via  
<http://www.cnrc.navy.mil/Publications/directives.htm>



**Personnel Designated "By Direction at Navy Recruiting Command  
Diversity (OOC)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CDR	Roy NMN Harrison	DIRECTOR, DIVERSITY (SA)	OOC	General Correspondence communicated to Affinity Groups Affinity Group Sponsorship Packages CLO Approval/Selection Letters CLO requests for Commissioning Documents
CWO3	Kevin A. Powers	CLO Program Manager	OOC3	CLO requests for Commissioning Documents
CWO3	Kevin A. Powers	SECURITY MANAGER		Security Clearance Letters of Intent Security Clearance Determinations SAAR-N Forms for access computer systems related to security clearances JPAS access/action requests Initiate Security Clearance requests

6/11/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Public Affairs (00P)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CDR	Alvin A. Plexico, Jr.	Public Affairs Officer	00P	By direction to sign physically or by email routine administrative correspondence for public affairs programs.

7/15/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Inspector General (00IG)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CAPT	K. M. Osborne	Inspector General	00IG	Congressional and Special Inquiries
				FYI Letters
				Tasking Letters
				Closing Letters
				Complainant Letters Parent Letters
				DON Risk/Opportunity Assessment (ROA)
CIV YC-2	Hoyt E. Liggins Jr.	Assistant to the IG	00IG1	Congressional and Special Inquiries
				FYI Letters
				Tasking Letters
				Closing Letters
				Complainant Letters Parent Letters
CIV YA-1	K. S. Southwell	Congressional and Special Inquiries	00IG3	Congressional and Special Inquiries
CIV YA-1	M. A. Williams	Congressional and Special Inquiries	00IG31	Congressional and Special Inquiries
NCCM	G. M. Poulin	RQAT	DIRECTOR	Basic Enlistment Eligibility Requirements and Program Eligibility Determinations; (i.e. Dependency, Civil/Conduct Offenses - Traffic, Non-Minor traffic, Misconduct, Drug and Alcohol related offenses).

4/28/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Manpower and Human Resources (N1)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CAPT	Donna A. Cherry	Dept Head	N1	Physically signs monthly PSR report; Evals (E6 and below), HQ endorsements for CRF Forced Conversions, CRF Decertifications, Out of Proximity moves, Fault/No-Fault moves, and Incompatibility moves; Civilian Leave Donation program; Notification of Selection for Separation Incentives.
YC-2	Roberto Chang	Deputy N1	N1B	In absence of DH, physically signs monthly PSR report; HQ endorsements for CRF Forced Conversions, CRF Decertifications, Out of Proximity moves, Fault/No-Fault moves, and Incompatibility moves; Civilian Leave Donation program; Notification of Selection for Separation Incentives.
LCDR	Aaron J. Wagner	N11 Total Force Manpower	N11	Physically signs TFMMS package submissions.
YA-2	Richard E. Thompson	CRF Ast Program Manager	N112B	Physically signs HQ endorsements of CRF Board Packages, staff CRF PRD Extensions and CRF staff placement.

7/15/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Operations Department (N3)**

<b>Rate or Rank</b>	<b>Name (First, MI, Last)</b>	<b>Position/Job Title</b>	<b>Office Code</b>	<b>By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)</b>
CAPT	E. W. Johnson	Director, OPS	N3	Financial Reports, Msg Release, Enlisted/Officer Exception to Policy Waivers
MR.	William Lovejoy	Deputy Director, OPS	N3B	Financial Reports, Msg Release, Enlisted/Officer Exception to Policy Waivers
CDR	Duane Eggert	ODS Director	N314	Select Letters, Non-Select Letters (Not Physically/Best Qualified)
CDR	Kim Brown	Plans/Policy	N35	Command Level Waivers
CDR	Tiger Pittman	NUC Officer	N33	NUPOC Reclama Letters, NUPOC Waivers
CDR	James Ramirez	OCS Accessions	N311	Select Letters, Non-Select Letters (Not Physically/Best Qualified), Inactivity Letters
CAPT	Paul Weckman	OPO	N31	Waiver Letters/Exception to Policy, SR Board Representation
CDR	Eric Cheney	EPO	N32	Rescore/Conversion Applications in CIRIMS, ECM, Re-Code, DPEP, Enlisted Waivers ASVAB/Line, OSVET Direct Conversion, NAVET Enlistment, Delayed Entry MED
CDR	Juan Rivera	MED Waivers	N3M	MED Waivers - <b>Signed Digitally</b>
LCDR	James Walsh	NSW Prg Mgr	N323	Re-Code and Dependent Waivers
LCDR	Diane Alloway	Reserve Accessions	N311B	Select Letters, Non-Select Letters (Not Physically/Best Qualified), Inactivity Letters
NCC	Dwain Niepoetter	Waiver Shop	N322	Rescore/Conversion Applications in CIRIMS, ECM, Re-Code, DPEP, ASVAB/Line, OSVET Direct Conversion, NAVET Enlistment, Delayed Entry MED
				6/11/2010

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
	Angelea Scott	Waiver Shop	N322	Rescore/Conversion Applications in CIRIMS, ECM, Re-Code, DPEP, ASVAB/Line, OSVET Direct Conversion, NAVET Enlistment, Delayed Entry Med
CAPT	Diana Meehan	Chaplain	N312	Select Letters, Non-Select Letters (Not Physically/Best Qualified)
ETC	John Vadnais	NUC	N313	Submarine Waivers
LT	Michael Huber	NUC	N313	Submarine Waivers
ETCM	Joseph Gallant	NUC	N313	Enlisted NUPOC Waivers
LT	Rodney Grogan	NUC	N313	NUPOC Waivers
MR.	Chris Pond	Plans/Policy	N35	Enlisted Exception to Policy
MR.	Robert Phillips	Plans/Policy	N35	Enlisted Exception to Policy
NCC	David Stone	Plans/Policy	N35	Enlisted Exception to Policy
MR.	Greg Moyer	Plans/Policy	N35	Enlisted Exception to Policy
SOCM	Matthew May	Special Programs	N322	Program Accession Waivers
EODCM	William Nesbitt	Special Programs	N322	Program Accession Waivers
NDCM	Kenneth Wilmoth	Special Programs	N322	Program Accession Waivers
AWSC	Thomas Wollney	Special Programs	N322	Program Accession Waivers
PSC	Jeremy Johnson	Special Programs	N322	Program Accession Waivers
PS1	Bekim Austin	Special Programs	N322	Program Accession Waivers
CTIC	Steven Barbee	Special Programs	N322	Accession/Security Credit Check Waiver
IT1	Vance Turney	Special Programs	N322	Accession/Security Credit Check Waiver

7/15/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Supply, Logistics, and Facilities Department (N4)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
Mr.	James D. Blum	Director	N4	
LS1	Burney, Nancy	Purchase Card Approving Official	N4111	By Appointment to electronically approve Monthly Purchase Card invoices.
YB-02	Campbell, Clinton	Travel Card Agency Program Coordinator	N4112	By Appointment to electronically approve/submit applications for travel cards for newly reported staff members.
YA-02	Atkinson, Charles	Lead Defense Travel Administrator	N4113	By Appointment to electronically approve and certify the monthly Centrally Billed Account invoice.
YC-02	Bing, Daryl	DIVDIR	N41	By Appointment to authorize expenditure of old equipment to DRMO.

7/15/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Strategic Plans, Research and Analysis (N5)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
Mr.	Lloyd B. Callis	N5 Director	N5	STEAM Report - provide NRDs with feedback on STEAM Review conducted for their District
				BCNR Recommendation (review of BCNR applications that involve Enlistment Bonus, or other financial incentive to determine if enlistment documentation support claim.
CAPT	Steven D. D. Sharer	N5 Deputy Director	N5B	Approval of BCNR Recommendations, STEAM Reports

7/15/2010

12 Jul 2010

Personnel Designated "By Direction at Navy Recruiting Command

**Training and Quality Assurance (N7)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CAPT	Carol Christman	Director	N7	Report of command assessment
CIV	Kim A Williams	Acting Director	N7B	Report of command assessment
LCDR	Cindy A. Ramsey	Director of Field Training	N71	Report of NRPS Training Assist Training Report

7/15/2010

**Personnel Designated "By Direction" at Navy Recruiting Command  
Comptroller (N8)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
GS-15	Sharon K. Lovejoy	Comptroller	N8	Operating Targets (OPTARs) DON Budgets Funding Documents
GS-14	Karen M. Marcotte	Deputy Comptroller	N8B	Sign/Approve "Funds Available" for processing of interdepartmental procurement requests and funding documents for OMN, OPN, and RDT&E
GS-13	Jacqueline Henry	Supervisor, Budget Formulation	N81	Sign/Approve "Funds Available" for processing of interdepartmental procurement requests and funding documents for OMN, OPN, and RDT&E
GS-13	Sparky Fields	Supervisor, Budget Execution	N82	Sign/Approve "Funds Available" for processing of interdepartmental procurement requests and funding documents for OMN, OPN, and RDT&E

4/28/2010

12 Jul 2010

Personnel Designated "By Direction at Navy Recruiting Command  
**Staff Judge Advocate (OOJ)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
LCDR	Aimee M. Cooper	Staff Judge Advocate	00J	Notification Letters Privacy Act Notification Letters Freedom of Information Act responses Line of Duty Investigations Litigation Reports Article 138 correspondence Non-Judicial Punishment Grant of Authority All metric reports to OJAG
LT	Ian Santicola	Deputy, Staff Judge Advocate	00J1	Notification Letters Privacy Act Notification Letters Freedom of Information Act responses Line of Duty Investigations Litigation Reports Article 138 correspondence Non-Judicial Punishment Grant of Authority All metric reports to OJAG

7/15/2010

**Personnel Designated "By Direction" at Navy Recruiting Command**

**Staff Support Office (SSO)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
LT	Brian N. Carroll	Staff XO	01S	<b><u>Physically Signed:</u></b> Statement of Service, Special Duty Assignment Pay (SDAP), Page 13s (i.e. Suitability Screenings for Operational Duty), First Endorsements, MWR Letters, BUPERS Access, Designation Letters (PLR Rep.), Request for Name Change, and Request for Single Dislocation Allowance
YN1	Gina R. Phelps	SSO LPO	01A	<b><u>Physically Signed:</u></b> Statement of Service, Special Duty Assignment Pay (SDAP), Page 13s (i.e. Suitability Screenings for Operational Duty), Request for Name Change, and Request for Single Dislocation Allowance

7/15/2010



12 Jul 2010

Personnel Designated "By Direction at Navy Recruiting Command

**Information Technology and Communications (N6)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CIV	Kevin Sullivan	Director	N6	System Authorization Access Request System Security Authorization Agreement Authority to execute IT budget IT Statements of Work Contractor invoices NMCI funds allocations/execution
CDR	Edward Bosque	Deputy Director	N6B	System Authorization Access Request System Security Authorization Agreement Authority to execute IT budget IT Statements of Work Contractor invoices NMCI funds allocations/execution
ITC	Kelly Wilson	Information Assurance Manager	N64	System Security Authorization Agreement

6/22/2010

## Advertising and Marketing (N9)

[illegible]

6 / 22 / 2010



12 Jul 2010

Routing and Signature Matrix

\* = Review/verify eligibility/needs initials

# = Unless Dept Head, then COS, Deputy, or 00 Signs

P = Personally brief/hand walk for Signature

S = Final Approval/Signature

Subject	SSO	N1	HRO	ESO	CCC	Cognizant Code	DEPT HEAD	CMC	Secretariat	FLAG SEC	E/A	COS	DEPUTY	CNRC
Advance Leave Rations	*						S							
Advance Pay (1-12 months repay)	*						1	2				S		
Advance Pay (13-24 months repay)	*						1	2				S		
Alternate Work Schedule							S #							
Board Precept (RCAP)		P				N1				*		*	*	S
Annual Leave (Civilian)							S #							
Commissioning Scrolls						N3	1		2	3	4	5	S	S
Contracting Operating Officer (COR) Letter						N4	1		2	3		4		S
Command Operations Report	*					SSO	1		2	3		S		
Conversion Package (CRF/PTS)	*			*	P		1	2				S		
CSB/REDUX Request	*			*	P		1	2				S		
Court Leave (Civilian)			*				S #							
Designation Letters	*						1	2	3			S		
Delivery of Appointment	*						1		2			S		
DFC Request	*					JAG	1		2	3		4	5	S
EAOS Extension (Enlisted)	*				P		1	2				S		
Extension on PRD (Enlisted)	*				P		1	2				S		
Evaluation Ext letter (E6)	3						1		2	3		S		
CPO Eval or Officer Fitrep Ext Letter	3						1		2	3		4		S

12 Jul 2010

Routing and Signature Matrix

\* = Review/verify eligibility/needs initials

# = Unless Dept Head, then COS, Deputy, or 00 Signs

P = Personally brief/hand walk for Signature

S = Final Approval/Signature

Subject	SSO	N1	HR0	ES0	CCC	Cognizant Code	DEPT HEAD	CNC	Secretariat	FLAG SEC	EA	COS	DEPUTY	CNRC
Flag Review (Medical)	*						1		2	3	4	5	S	S
Graduate Education Voucher				P			1	S #						
Hometown Recruiting (HARP)	*	*			*		S	*						
House Hunting TAD (PCS Orders)	*				P		S #	*						
HUMS Request	P						1	2				S		
ID Card Replacement	*						S	*						
Leave Donor Program (Civilian)		S												
Leave Enlisted							S							
Leave Officer (Dept Head)												S		
Leave Officer (Below DH)							S							
Leave Without Pay						N12	S #							
Messages (Unsuitable/Suitable/Welcome Aboard)	P						2	*				S		
Name Change	P	P					2	*				S		
NJP Appeal (Hand Delivered)	*	*				JAG	1	2		*		*	*	S
Non-Medical Assessment	*						1					S		
NLDP Waiver				P			1	2	3	4		5	S	S
Off-duty employment							S	*						
Officer Programs	*				*		1	2	3	4		S		

12 Jul 2010

Routing and Signature Matrix

\* = Review/verify eligibility/needs initials

# = Unless Dept Head, then COS, Deputy, or 00 Signs

P = Personally brief/hand walk for Signature

S = Final Approval/Signature

Subject	SSO	N1	HR0	ES0	CCC	Cognizant Code	DEPT HEAD	CMC	Secretariat	FLAG SEC	EA	COS	DEPUTY	CNRC
PRD Adjustment (Officer)	*	*					1		2	3		S		S #
Point Papers (Outside of Command)							1		2	3	4	5	6	S
PTDY (House/Job Hunting)	*				P		1	2	3	4		S		
Quarterly Naval Reactors Letter						N3	1		2	3		5	6	S
Quicklook Report						N5	1		2	3		S	S	S
Reenlistment	*				P		1	2				S		
Reenlistment Certificates	*				P		2	3				S		
Reinstatement (after reduction)	*			*	*	JAG	1	2				S		
Request Mast						JAG	1	2		3	4	5	6	S
Retirement (Civilian)						N12	*							
Retirement/ Fleet Reserve	*				P		1	2				S		
CRF Select/ Non-Select Letters	*	1					2		3	4		5		S
Sick Leave							S #							
Special Liberty (1 day)	*						S							
Special Liberty (2 day)	*						S							
Special Liberty (3 day)	*						S							
Special Liberty (4 day)	*						1	2				S		
Special Pay	P	P					1	2				S		
Special Programs (TRANSMAN)	P	*			P		1	2				S		
STA-21 Packages	P				P		1	2	3	4		S		
TAP Class	*				*		S	*						
Survey (New Sailor /Quick Poll)						N5				*	*	*	*	S

12 Jul 2010

Routing and Signature Matrix

\* = Review/verify eligibility/needs initials

# = Unless Dept Head, then COS, Deputy, or 00 Signs

P = Personally brief/hand walk for Signature

S = Final Approval/Signature

Subject	SSO	N1	HR0	ES0	CCC	Cognizant Code	DEPT HEAD	CMC	Secretariat	FLAG SEC	EA	COS	DEPUTY	CNRC
TDRL Request		*			P		1	*				S		
Training Courses						N12	S							
Tuition Assistance /Off-duty Education				1			S							
Tuition Assistance Waiver				P			S							
Unqualified Resignation Letter	*	*					1		2	3		4	5	S
Voluntary Retirement Request (Officer)	*	*					1		2	3		4	S	

NOTES:

The number to the right of the "Subject" block identifies the order that the correspondence moves up the chain of command.

Duration of routing for special requests from submission to approval/disapproval should not exceed five working days.

